

Village of Coal City
FY14 Final Budget

ADMINISTRATION

NARRATIVE

Goals

1. Provide a responsive, efficient municipal government for the residents of Coal City.
2. Inform the Coal City residents of the decisions and measures taken by the Board of Trustees to lead the appointed officials and employees to provide services for the Village.
3. Implement the Strategic Plan in order to provide priority and guide the decision of each Committee and Board towards bringing Coal City towards a future vision.
4. Determine the best means of facilitating services for Coal City residents through the sharing of service provision and cooperating with other governmental entities and service providers to lower the overall cost of governance.
5. Lead in a manner compliant with state and local statutes, which may be a source of pride for each Coalier.

Program Overview

The Village of Coal City operates with a President-Trustee style of government and carries its policies out utilizing a Village Administrator to lead the municipal organization according to the policies and directions of the Board set within the Strategic Plan, Annual Budget, and updates with Board actions including Resolutions and Ordinances. The Administration portion of the Village's Budget includes the functions of the Mayor and Board of Trustees, Village Clerk, Treasurer, Village Administrator, and Village Attorney. This administrative capacity provides support for 22 funds, 25 programs, and 4 departments within municipal operations. One of the most important functions includes preparing the annual budget, which provides a manual for the operations of the municipal organization for May 1st through April 30th of each year. The FY14 budget will be in effect on May 1, 2013 and govern policy until April 30, 2014.

This past year's notable accomplishments included some successful work with other governmental entities. The Village relationship with the North Central Council of Governments (NCICG) assisted with the reception of \$1,459,844 in grants to further the Village's efforts on mitigating the storm water problems that persisted during the storms of September, 2008. NCICG also assisted the Village with its effort to receive a \$350,000 maximum match towards the sanitary connection project with Prairie Oaks subdivision.

The Village's efforts to work with surrounding subdivisions and neighbors will continue to be stressed in the upcoming year. Many of the economic development efforts have already received marketing by the Grundy Economic Development Council (GEDC) and there will be an effort to involve local existing businesses through greater utilization of the Grundy Chamber of Commerce resources. Last year, the Village Board adopted a Façade Improvement Program, which led to a construction project at Spivey's Saloon.

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Work over the next year should include a look at the Village's Comprehensive Plan adopted in 2007 and a mid-term review of the Strategic Plan that was adopted in 2009. During review of these documents consideration of the facility planning areas of the village to align with its recent annexations. Economic development is expected to require additional focus due to Coal City's competitive advantage spurring on commercial development. Work shall continue to expand the Village's tax base and jobs availability with the location of commercial and industrial properties.

Performance Indicators

	<u>2009</u>	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>
Meetings of the Board of Trustees	33	29		25	26
Resolutions Adopted	17	16	21	11	20
Ordinances Adopted	36	41	36	29	36
Committee Meetings Held	38	41		63	61
Website Hits (Unique Visitors)	13,840	15,841	14,664	12,512	13,582

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Project & Detail

Budgetary Effect

Other Professional Services: Last year the Village underwent a Police feasibility study causing an increase within this line item. The amount maintained within this line item will be utilized to maintain the village's contract with Gallagher Bassett for Safety and Risk Management services. Besides these services, the village utilizes contract information technology consultants for the maintenance of its network.

Professional Services Decrease \$44,250

Bank Service Charges: The Village holds its operational accounts locally. Formerly, the village was not charged service fees unless it received bounced checks or for similar reasons. Utilizing the bank's money management staff, the Village qualifies to pay bank fees on some of its accounts, but the amount of interest exceeds the fees charged.

Service Charges Increase \$1,500

Liability & Workers' Comp. Insurance Coverage: The Village is currently holding claims against its coverages; due to these claims and recent history, there is an increase for this necessary coverage. Usually, it will take three years to clear the experience of current pending claims. This line item is expected to increase for until FY16. This line item pays for insurance across all divisions and functions of the Village including police department and public works operations.

General Insurance Increase \$19,165

Computer Supplies: Administration computers are undergoing an upgrade in order to get all of the computers on the same Windows 7 operating system. This has already take place across 3 of the Village Hall computers and needs to be conducted in the remaining units.

Computer Supplies Increase \$3,000

Village of Coal City
Proposed FY14 Budget

Administration

Position	Current FY13			Proposed FY14			Change		
	Positions	Budget		Positions	Budget		Positions	Budget	
Mayor & Trustees	7.00	20,000		7.00	20,000		0.00	0	
Village Clerk	1.00	2,500		1.00	2,500		0.00	0	
Deputy Clerk	1.00	1,000		1.00	1,000		0.00	0	
Treasurer	1.00	2,010		1.00	2,010		0.00	0	
<i>Elected & Appointed Officials</i>	10.00	25,510		10.00	25,510		0.00	0	
Village Administrator	0.55	49,986		0.43	39,521		(0.12)	(10,465)	
Administrative Assistant	0.55	28,740		1.12	42,658		0.57	13,918	
Collector	0.60	26,250		0.60	26,776		0.00	526	
<i>Full-Time Subtotal</i>	1.70	104,976		2.15	108,955		0.45	3,979	
Part-time Employees		8,555			8,732		0.00	177	
Overtime, Full-time		2,076			2,117		0.00	41	
<i>Additional Pay Subtotal</i>		10,631			10,849		0.00	218	
PERSONNEL TOTALS	11.70	141,117		12.15	145,314		0.45	4,197	

Village of Coal City
FY14 Final Budget

Program No.	Name	FY14 Proposed Expenditures		% of Budget Change	FY13 Budgeted Expenditures		FY13 Actual	FY12 Actual	FY11 Actual
		Personnel	Operations		Personnel	Operations	Expenditures	Expenditures	Expenditures
	<u>Operational Programs</u>								
01-11	Administration	\$197,055	\$344,904	-1.80%	\$184,934	\$366,964	\$474,802	\$472,220	\$449,019
01-21	Police Department	1,248,686	228,456	10.05%	1,141,748	200,500	1,231,772	1,290,001	1,245,667
01-31	Community Development	88,432	11,550	6.27%	84,283	9,800	86,687	77,868	71,807
01-41	Maintenance	286,368	390,646	-0.61%	296,641	384,497	515,213	564,619	614,194
01-71	Emergency Operations		19,500	25.81%		15,500	12,679	13,647	12,384
16-00	IMRF/Social Security	218,280		12.49%	194,037		181,407	180,664	178,552
	General Fund & Levy Funded Subtotal	\$2,038,821	\$995,056	5.38%	\$1,901,643	\$977,261	\$2,502,562	\$2,599,019	\$2,571,624
51-00	Water & Sewer	\$470,620	\$838,494	-0.62%	\$493,755	\$823,575	\$1,112,189	\$1,119,236	\$1,109,017
52-00	Garbage Collection	3,541	435,680	-1.15%	3,447	440,870	419,741	406,005	389,992
71-00	Parks	51,136	40,880	-11.72%	51,992	52,239	106,131	87,853	77,767
		\$2,564,118	\$2,310,110	2.73%	\$2,450,837	\$2,293,945	\$4,140,623	\$4,212,113	\$4,148,399
	<u>Capital Projects</u>								
15-00	Motor Fuel Tax		\$163,685	-42.30%		\$283,685	\$263,311	\$183,058	\$141,990
35-00	Stormwater Referendum Projects		1,600,000	-42.24%		2,770,000	1,359,137	1,525,469	2,132,450
38-00	Capital Improvements		2,639,373	13.80%		2,319,259	337,585	252,910	755,019
39-00	Municipal Facilities		0			0	0		
48-00	Infrastructure Expansion		118,915	48.53%		80,060	0	39,959	29,302
			\$4,521,973	-17.07%		\$5,453,004	\$1,960,032	\$2,001,396	\$3,058,761
	<u>Discretionary Spending</u>								
18-00	School Sites		\$10,000	0.00%		\$10,000	\$974	\$9,509	
20-00	TIF Fund	\$18,382	27,500	-61.59%		\$119,465	\$15,410	\$24,353	
32-00	Water Impact		15,000	50.00%		10,000	0	0	6,045
33-00	Sanitary Sewer Impact		5,000	0.00%		5,000	0	0	0
		\$18,382	\$57,500	-47.47%		\$144,465	\$16,385	\$33,862	\$6,045
	<u>Obligations</u>								
02-00	Building Fees Depreciation		0			0	0		
34-00	Storm Water Bonds Repayment		\$564,725	0.09%		\$564,245	\$564,245		
36-00	Water Infrastructure Improvement		\$61,278	-57.87%		\$145,439	\$100,158	\$67,022	\$162,903
37-00	Sanitary Sewer Infr. Improvement		267,169	-8.00%		290,394	290,392	290,392	290,392
43-00	'02 Refi of '97 W&S Repayment		0			0	0	62,520	122,235
44-00	Water Bond Reserve		0			0	0	0	0
45-00	Sewer Bond Reserve		0			0	0	0	31,748
46-00	Water Depreciation		5,495	2.92%		5,339	5,339	5,188	10,043
47-00	Sewer Plant Depreciation		23,224	2.93%		22,563	22,563	21,921	73,386
78-00	Economic Development		78,760	-28.05%		109,461	89,961	101,257	67,385
			\$1,000,651	-12.03%		\$1,137,441	\$1,072,658	\$548,299	\$758,092
	TOTAL - All Programs	\$2,582,500	\$7,890,234	-8.77%	\$2,450,837	\$9,028,855	\$7,189,697	\$6,795,670	\$7,971,297

**Village of Coal City
FY14 Final Budget**

Administration

Account	Line Item	FY11 Actual	FY12 Actual	FY12 Budget	FY13 Budget	FY13 End of Year	%of Budget Spent	FY14 Final
01-11-420	SAL-MAYOR & TRUSTEES	20,000	19,583	20,000	20,000	20,000	100.00%	20,000
01-11-421	SAL VILLAGE ADMINISTRATOR	46,881	48,509	47,386	49,986	49,418	98.86%	39,521
01-11-422	ADMINISTRATIVE ASSISTANT	27,328	29,477	27,900	28,740	29,068	101.14%	42,658
01-11-423	SAL VILLAGE TREASURER	500	500	500	2,010	500	24.88%	2,010
01-11-424	SAL VILLAGE CLERK	2,500	2,500	2,500	2,500	2,500	100.00%	2,500
01-11-424.2	SAL DEPUTY VILLAGE CLERK	1,000	1,000	1,000	1,000	1,000	100.00%	1,000
01-11-425	SAL CLERICAL	5,392	0	0	0	0		
01-11-425.1	OVT CLERICAL	0	0	1,279	1,100	546	49.63%	2,117
01-11-425.2	MISC. WAGES	0	0	2,720	2,720	0	0.00%	5,332
01-11-438	SALARIES - PARTTIME	6,294	7,623	7,813	8,555	8,731	102.06%	8,732
01-11-439	COLLECTOR WAGES	24,405	25,173	25,487	26,250	25,936	98.80%	26,776
01-11-439.1	OVT. COLLECTOR WAGES	773	741	737	0	0		0
01-11-451	HEALTH LIFE INSURANCE	32,761	16,234	12,060	21,030	20,479	97.38%	29,396
01-11-451.1	Employee's H.R.A.	5,158	9,030	0	6,950	4,103	59.03%	6,950
01-11-453	UNEMPLOYMENT INSURANCE	11,929	8,425	18,424	11,500	2,135	18.57%	7,306
01-11-467	DEFERRED COMP	1,199	1,490	1,327	2,593	1,357	52.33%	2,757
01-11-468	SICK BUYOUT	274	0	0	0	0		
Personnel Totals		186,394	170,284	169,133	184,934	165,774	89.64%	197,055
01-11-511	MAINT. SERVICE-BUILDING	6,817	8,764	19,100	19,100	8,009	41.93%	19,100
	Alarm Detection Services							2,000
	Other Building Maintenance							17,100
01-11-512	MAINT. SERVICE-EQUIPMENT	42	0	5,000	0	0		
01-11-513	MAINT. & JANITORIAL SUPPLY	74	0	1,100	0	0		400
01-11-531	ACCOUNTING SERVICE	6,000	5,575	8,000	8,000	5,600	70.00%	8,000
01-11-533	LEGAL SERVICES	62,624	74,563	85,000	75,000	70,290	93.72%	75,000
01-11-535	ENGINEERING SERVICES	13,205	12,498	15,000	7,500	0	0.00%	7,500
01-11-548	OTHER PROFESSIONAL SERVICES	18,093	13,425	15,000	51,250	46,523	90.78%	7,000
01-11-552	TELEPHONE EXPENSES	2,577	2,903	2,400	3,600	2,534	70.38%	2,400
	GlobalComm							1,830
	AT&T							100
	Telephone Support							470
01-11-553	PUBLISHING & PRINTING	7,836	1,946	6,500	3,150	2,197	69.75%	3,150
	Newspaper Advertising							800
	Website Hosting & Support							2,000
	Other Flyers							350
01-11-561	DUES & SEMINARS	14,443	15,751	11,665	15,894	15,668	98.58%	15,894
	Illinois Municipal League							600

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	North Central Illinois Council of Govmt	1,630						
	Gruncy Economic Development Council	5,585						
	Grundy County Chamber of Commerce	1,679						
	Will County Governmental League	4,800						
	Will County CED	1,000						
	Coal City Area Club	200						
	Metro Mayors Caucus	200						
	Intern'l Council of Shopping Centers	200						
01-11-561.1	DUES & SEMINARS (CLERK)	0	355	185	260	375	144.23%	260
	Intern'l Institute of Municipal Clerks	150	0					
	Will/Grundy Clerks	30						
	Municipal Clerks of IL	80						
01-11-561.2	DUES & SEMINARS (ADMIN)	335	2,266	1,257	1,287	1,018	79.12%	1,287
	ICMA & ILCMA	980						
	ILCMA Manager Functions	307	0					
01-11-562	TRAVEL EXPENSE	2,372	180	1,000	1,000	47	4.69%	1,000
01-11-562.1	TRAVEL EXPENSE (CLERK)	0	1,084	3,375	3,450	986	28.58%	3,375
	Municipal Clerks of Illinois Events	1,200						
	International Clerks Assoc.	2,175						
01-11-562.2	TRAVEL EXPENSE (ADMIN)	1,171	1,237	5,100	5,500	2,278	41.43%	5,100
	IML Events	1,600						
	ICMA Conference	2,000						
	ILCMA Events	1,500						
	Other Training							
01-11-563	TRAINING	814	2,134	1,600	1,500	444	29.61%	1,600
	Annual LOCIS Updates	1,000						
	Other Training	600						
01-11-565	MAYOR & TRUSTEES EXPENSES	1,704	700	4,000	4,000	1,101	27.53%	4,000
01-11-566	Zoning Expense	113	0	0				
01-11-572	Bank Service Charges	597	1,564	0		1,580		1,500
01-11-592	GENERAL INSURANCE EXPENSES	84,158	100,873	87,000	104,123	107,144	102.90%	123,288
01-11-651	OFFICE SUPPLIES & POSTAGE	5,389	7,678	6,000	10,000	7,663	76.63%	6,050
01-11-652	MISCELLANEOUS EXPENSE	11,406	6,604	12,000	7,850	13,070	166.50%	12,000
01-11-655	CODIFICATION OF ORDINANCES	6,081	0	10,000	8,500	375	4.41%	5,500
01-11-657	COMPUTER SUPPLIES	4,489	6,948	10,000	5,000	8,281	165.63%	8,000
01-11-820	BUILDING	9	10,978	5,000	5,000	134	2.69%	5,000
01-11-830	EQUIPMENT	3,525	4,338	5,000	5,000	3,372	67.43%	7,500
01-11-840	VEHICLE	5,200	4,400	5,000	5,000	5,200	104.00%	5,000
01-11-911	COMMUNITY RELATIONS	1,020	602	1,500	1,500	1,817	121.16%	1,500
01-11-913	PPRT TO COAL CITY LIBRARY 15.51%	2,531	2,792	4,500	4,500	2,483	55.17%	4,500

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01-11-928 CONTINGENCIES EXPENSE	0	11,779	10,000	10,000	840	8.40%	10,000
Operations	262,625	301,936	341,282	366,964	309,029	84.21%	344,904
TOTAL for Administration	449,019	472,220	510,415	551,898	474,802	86.03%	541,959